Interim Report of the Task Group on BIBCO Standard Record Requirements
March 20, 2009

The concept of a BIBCO standard record was first discussed at the Program for Cooperative Cataloging Policy Committee (PoCo) meeting at the Library of Congress held November 6-7, 2008. The discussion was based on the success of the CONSER standard record, discussions among members on series statements in monographic records and the work of the BIBCO Training Materials group. It was decided that a task group be established to document elements for a BIBCO standard record. After ALA Midwinter, the PCC Steering Committee designated members of the BIBCO material editing group to be the Task Group on BIBCO Standard Record Requirements.

Task Group on BIBCO Standard Record Requirements

Members
Magda El-Sherbini, Ohio State University
Rebecca Malek-Wiley, Tulane University
Caroline Miller, University of California, Los Angeles
Louise Ratliff, University of California, Los Angeles
Iris Wolley, Columbia University

Charge
Define a set of required elements for bibliographic records for monographs using a single encoding level.

Introduction

This report pertains to the tasks of the charge which were:
- to develop a "model" for bibliographic records using a single encoding level to replace the BIBCO full and core levels,
- to use the BIBCO core level record as a starting point, and
- to focus on a model for the printed monograph to be used as a basis for models for other formats.

From March 6-March 20, 2009 TG members evaluated the BIBCO core record standard for books and prepared a BIBCO standard record metadata application profile (MAP). This MAP includes a mandatory set of elements determined to be essential in assisting users to find, identify, select, and obtain needed resources. The prescription of use for these elements in the BSR avoids use of unessential or redundant information as much as possible. The standard record does not preclude use of any data in a bibliographic record.

Characteristics of the BIBCO standard record (BSR)

1. A BSR is a "floor" bibliographic record containing a mandatory element set which replaces the BIBCO core and full level record standards. Use of one BIBCO standard and encoding level eliminates any confusion when determining whether to "make" a BIBCO record full or core.

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2. The mandatory element set is designated in the Metadata Applications Profile (MAP). Elements are represented by fields and codes. Those elements necessary for use by library systems and record validation are *mandatory* (M). Elements selected for *mandatory if applicable* (A) are those essential to assist users in finding, identifying, selecting, and obtaining needed resources and are provided for if the information is in the resource. Elements indicated as *not required* (NR) are those not essential for user activities.

3. NR elements are not precluded from being used in BSRs. It is recognized that catalogers need the freedom to use judgment when assessing the use of these elements in the context of local cataloging policy.

4. BSRs are records that contain essential elements for user tasks and thus can be shared as is by other libraries without extensive editing. All headings used in access points in these records are supported by authority records. The "042 pcc" identifies a record as a BSR.

**BIBCO Standard Record Metadata Application Profile (MAP
Printed Books Final Draft March 20, 2009**

Use: M=Mandatory; A=Mandatory if applicable; NR=Not required

Data element	Fields and labels	Use	Notes/Guidelines
Leader		M	System-supplied except as below
	06 Type of record	M	
	07 Bibliographic level	M	*(Default code currently = "m")*
	17 Encoding level	M	*"blank"*
	18 Descriptive cataloging form	M	*a*
006	Fixed-length data elements – additional material characteristics	A	
	Required: first byte of the 006 for additional material characteristics, "Form of material." All others are NR.		
007	Physical description fixed field	A	
	Required: subfield $a "Category of material" and subfield $b "Specific material designation." All others are NR.		
	$a Category of material	M	
	$b Specific material designation	M	
008	Fixed-length data elements – General information		
	06 Type of date/Publication status	M	
	07-10 Date 1	M	
	11-14 Date 2	M	
	15-17 Place of publication, production or execution	M	

Data element	Fields and labels	Use	Notes/Guidelines
	18-21 Illustrations	NR	
	22 Target audience	NR	
	23 Form of item	NR	
	24-27 Nature of contents	NR	
	28 Government publication	NR	
	29 Conference publication	NR	
	30 Festschrift	NR	
	31 Index	NR	
	33 Literary form	NR	
	34 Biography	NR	
	35-37 Language	M	
	38 Modified record	A	
	39 Cataloging source	M	
010	Library of Congress Control Number LCCN	A	
020	ISBN $a	A	
041	Language code	NR	
042	Authentication code	M	
043	Geographic area code	NR	
050, 082, 086, etc.	Classification number	M	*Only $a is required*
	Assign at least one classification number from an established classification system recognized in the MARC 21 Format for Bibliographic Data.		
100	Main entry – personal name	A	
110	Main entry – corporate name	A	
111	Main entry – meeting name	A	
130	Main entry – uniform title $a, $n, $p	A	
240	Uniform title $a, $n, $p	A	
	Supply if it is known or can be readily inferred from the item being cataloged.		
245	Title and statement of responsibility		
	$a Title proper	M	
	$h Medium	A	*(for microforms)*
	$n Number of part/section	A	
	$p Name of part/section	A	
	$b Other title information and parallel title(s)	A	
	$c Statement of responsibility	A	
246	Varying form of title $a, $n, $p	A	
	Assess each item or collection and assign titles that cover variations deemed important and assist users. The importance of varying title information is intended to reflect individual cataloger's judgment and/or local policy. Code the 246 for parallel title as 246: 31; for all others, code as 246:13.		
250	Edition statement	A	
260	Publication, Distribution, etc. (Imprint)		
	Supply the data appropriate to subfields $a and $b if readily available; otherwise, use		

Data element	Fields and labels	Use	Notes/Guidelines
	[S.l.] and [s.n.] as appropriate.		
	$a Place of publication	M	*Required: only the first-named place of publication as found on the item.*
	$b Name of publisher	M	
	$c Date of publication	M	
300	Physical description		
	$a Extent	M	
	$b Other physical details	A	
	$c Dimensions	M	
	$e Accompanying material	A	
440	*OBSOLETE – DO NOT USE*		
490	Series statement	A	$a
	Transcribe here the form of the series statement as it appears on the prescribed source in the piece. Searching for series authority records, tracing the series, and the creation and maintenance of series authority records are optional. (PCC policy)		
5XX	Notes		
	Only those notes that support identification of the item need be included. Notes are not required to justify added entries. Selected commonly-used note fields are listed below.		
500	Source of title proper	A	*If other than the chief source*
501	*With* note	A	
502	Dissertation note	A	*Supply for unpublished theses*
504	Bibliography, etc. note	NR	
505	Formatted contents note	A	*Supply for collections, compilations, or for multi-part items with separate titles*
530	Additional Physical Form available note	NR	
533	Reproduction note	A	
546	Language note	A	*Supply if language information is not provided elsewhere in the description.*
6XX	Subject access fields	A	
	Use judgment in assessing each item and, if appropriate, assign a complement of headings that provides access to the primary/essential subject and/or form of the work (as opposed to secondary or tertiary aspects) at the appropriate level of specificity. Assign such headings from an established thesaurus or subject heading system and/or an appropriate genre/form list recognized by the MARC 21 Format for Bibliographic Data. In focusing on the primary subject aspect, follow the conventions of the		

Data element	Fields and labels	Use	Notes/Guidelines
	particular subject heading system being used, including instances in which paired or related headings are needed to represent fully the primary subject aspect.		
655	Index term – genre/form	NR	
7XX	Added entry fields	A	
	Use judgment in assessing each item and assign a complement of added entries that covers the primary relationships associated with the manifestation of which the item is a part. The inclusion and importance of added entries are intended to reflect individual cataloger's judgment and/or local policy.		
8XX	Series added entry fields	NR	
	If a 490 field is included in the record, and the series is traced, include here the authorized form of the series as established in the LC Name Authority File. (Note: the 490 1_ field and the 830 field may be identical if the transcribed form is the same as the authorized heading.)		

Guidelines used for the Metadata Application Profile (MAP) decisions

The list contains fields, information as to why they were determined to be mandatory, mandatory if applicable or not required for the BSR and, when needed, some prescription for use. Criteria used for decision-making is based on whether or not the content of the field is essential in assisting users to find, identify, select, and obtain needed resources and on avoiding redundant or unessential information. The 2008 PCC policy for series is addressed in the 490/8XX fields.

008 15-17 Place of publication, production or execution Use = M
Three-letter codes for place are mandatory if applicable because the place of publication is not always available in resources and cannot be inferred from other information. Use "xx*blank*" for those resources that use "S.l." in the 260$a.

008 18-21 Illustrations Use = A
The 300$b provides for the presence of various types of illustrations for users. It is thought the coding of positions 18-21 is redundant information and not essential for users.

008 22 Target audience Use = NR
The 521 variable data field provides audience information for users needing guidance as to the applicability of use. Coded information is not essential to users of the catalog but may be useful for ILS data extraction.

008 24-27 Nature of contents Use = NR
Variable data fields such as 5XX notes, genre headings and subject subdivisions can provide this information. Coded information is not essential to users.

008 31 Index Use = NR
Variable data fields such as subject subdivisions and 5XX fields can provide this information to users. Coded information is not essential to users.

008 33 Literary form = NR
Variable data fields such as subject subdivisions and 5XX fields can provide this information to users. Coded information is not essential to users but may be useful for ILS data extraction.

008 34 Biography = NR
Variable data fields such as the 245 and subject subdivisions can provide this information Coded information is not essential to users.

246 Varying form of title = A
Providing varying titles not present on the chief source is important to users. Use only fields and indicators 246:31: for parallel titles and 246:13: for all other varying titles. Information as to where the title comes does not assist user tasks. In addition catalogers have the piece in hand and can readily see where the varying titles are located.

260 Publication, distribution, etc. (Imprint) = M
$a—Supplying the first place of publication listed in the resource provides adequate information for both users and catalogers. Many publishers have offices worldwide so choosing a location of the place based on where the cataloger is working in not essential.

490 Series statement = A
The BSR uses the PCC policy regarding the series statement. The series statement is required in the BSR. However, searching, tracing, and establishing a series is not required. If a series statement is to be traced it needs appear in both a 490 field and in a 8XX field. Local policy or cataloger judgment can be applied when determining whether to search, trace, or establish a series.

490:0 : If a series statement is on the resource but no searching, tracing or establishing a series is to be done, it is required that the series statement be placed in this field.

490:1 : If a series statement is to be searched, traced, or established, the series statement on the piece is placed in this field and the authorized heading placed in a 8XX field.

5XX Notes
The notes in this list provide usage for general 500 note fields and for specific note fields that are associated with printed monographs.

500 General Note= NR
Use of 500 general notes variable fields is not required for a BSR.

500 Source of Title Note= A
Providing this note field does not add information essential to user tasks. However, this note could provide information to assist catalogers in the identification of an item.

501 With Note= A
Information about titles issued together in one resource without a collective title is put in the 245 or in separate records for each title. Use of the 501 variable data field does not provide information essential to user tasks but can provide information essential to catalogers.

502 Dissertation Note= A
This variable data field provides users with essential information not contained in other variable data fields.

504 Bibliography, Etc. Note= NR
User tasks are not necessarily based on whether a resource has a bibliography or index note.

505 Formatted Contents Note= A
Providing titles and authors for multivolume titles or for chapters, etc. with unique titles assists users to learn about specific contents of a resource. Catalogers could also benefit from these for matching records and resources.

530 Additional Physical Form Available Note= NR
In most cases, providing this information is not essential to user tasks.

533 Reproduction Note= A
When the choice is made to have the description reflect the original and the notes reflect information about the copy this field contains essential information for users.

546 Language Note= A
Provide information for resources in two or more languages if this information is not adequately provided elsewhere in the record. This information can be important for user tasks.

6XX Subject access fields and 7XX Added entries = A
These fields are considered important to user tasks. They support search strategies provided in public catalogs and in staff cataloging modules. Specific guidance is provided in the MAP.

8XX Series added entry = NR
The PCC series policy made the former 440 Series statement/Added entry-title obsolete. Since series statements are not required to be searched, traced or established the 8XX field is not required unless local policy or cataloger judgment requires use of the 490:1 :

Task Group Recommendations

1. 008 Variable control fields for printed monographs—positions 18-34.
   During the TG discussion for determining the use these 008 positions (A, NR) we kept coming back to one question: Does some of the coded information in those positions assist library and database systems, such as OCLC, limit searches necessary for data extraction? Is it local policies that drive use of these and if so should the BSR support those activities by using A for these positions? In the MAP we determined that coding for these positions for printed monographs should be NR. We ask that the PCC provide guidance to the TG for these specific 008 positions. We do not want to firmly specify NR for these positions when we are not sure we have the information needed for that specification.

2. Documentation and training for use of the BIBCO standard record.

   - Once the BSR is approved by the PCC, all documentation on the BIBCO Web pages will need revision. We recommend that a new strategy for training be discussed. We recommend that documentation and training revision be considered a high priority for the PCC BIBCO program.
   - Specifically, we recommend that the format used in the current "Chart of All PCC BIBCO Core Record Standards" not be used as a model for the BSR. Comments on the difficulty in using this chart were stated at the BIBCO-at-Large meeting and TG members have brought this up in recent discussions for the BSR.